

24 May 1951

MEMORANDUM FOR: Deputy Director/Administration  
FROM: Personnel Director  
SUBJECT: Contacting High Level Personnel.

1. I have had a number of discussions, not only within the Personnel Office, but also throughout the operating offices on establishing a control to prevent the Agency from being embarrassed by indiscreet contacting of high level personnel. I would like to recommend for consideration that a central point of contact for this be established for mechanical control within the immediate office of the Chief, Personnel Procurement Division.

2. It will be the responsibility of this office to maintain a contact register with complete information on that register as to who was contacted, when, where, why and by whom. The actual clearance for contacting the individual will be received from your office, either verbally or by the submission of a brief note, setting forth the circumstances and requiring only your initials. It is felt that if you would like to have a file readily accessible of this information that a duplicate copy of the request could be forwarded and after your approval, filed by Miss [redacted] within your office.

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3. In order to implement this, it would require publication for Agency officials, as well as verbal presentation to the Assistant Directors at their weekly meeting.

4. This method, I believe, will relieve your office of the onerous detail involved but will permit you to control the actual contact.

[redacted]

WILLIAM J. KELLY

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